

## DEPARTMENT OF INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION

The 8th May, 2006

**No. T-2/IMC/Faridabad/2006.**—The Governor of Haryana is pleased to constitute Institute Managing Committee (I. M.C.) for Industrial Training Institute, Faridabad consisting of the following members :—

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|--|---------------------|
| 1. Deputy Commissioner, Faridabad  | Chairman            |
| 2. Shri Ashok Grover, Chief Human Resource Officer,<br>Jay Bharat Maruti Ltd. Neel House, Lado Sarai (Opp. Qutab Minar), New Delhi-110 030 | Co-Chairman         |
| 3. Director, Industrial Training and Vocational Education, Haryana or his representative   | Member              |
| 4. G. M. District Industries, Faridabad  | Member              |
| 5. Representatives from Industry:—   |                     |
| (i) Shri Harendra Kumar, G. M. Corporate Relation M/s Tecumseh<br>Products India Ltd. Balabgarh  | Member              |
| (ii) Shri Paramjeet Singh Chawla, Director of Friends Auto India Ltd. 388/A,<br>Faridatbad Gurgaon   | Member              |
| (iii) Shri Nishthakar Arya, Director M/s Jayco Steel Fastener Ltd. Plot No. 269,<br>Sector 24, Faridabad                                   | Member              |
| (iv) Shri H. L. Bhutani, Proprietor M/s High Fit Engineering-92 B., H. S. I. D. C.,<br>Sector 31, Faridabad                                | Member              |
| (v) Shri R. K. Chilana, G. M. Esscorts Ltd. Faridabad  | Member              |
| (vi) Shri Yash Yadav, Group Vice President, Esscorts Ltd. Plot No. 2,<br>Sector 13, Faridabad  |                     |
| (vii) Shri A. K. Goel, Chief G. M., Esscorts Ltd. Plot No. 2,<br>Sector 13, Faridabad  | Member              |
| (viii) Shri Rajeev Kapoor, H. R. D. Head, M/s J. C. B. Ltd., Ballabgarh  | Member              |
| (ix) Shri Surjit Singh, G. M. M/s Frick India Ltd. Mathura Road, Faridabad   | Member              |
| (x) Shri M. S. Sangwan, General Manager (presonnal and Admn.)<br>M/s Hindustan Syringes Plot No. 174, Sector 25, Faridabad                 | Member              |
| (xi) Shri Harsh Priya Arya, Manager, HRD, Jay Bharat Maruti Ltd., Mohmmmedpur<br>Jharsa, Sector-36, Near Khandsa Village, Gurgaon-122001   | Member              |
| 6. Representative of CII (Northern Region)   | Member              |
| 7. Representative of D. G. E. & T. (Government of India)   | Member              |
| 8. Principal, Industrial Training Institute, Faridabad   | Member<br>Secretary |
| 9. District Employment Officer, Faridabad  | Member              |
| 10. One Senior Faculty Member of ITI, Faridabad  | Member              |

11. One Student Representative (to be nominated by the Principal, ITI, Faridabad) Member  
student of highest merit.

**Headquarter**

The Head Quarter of the Committee will be at ITI, Faridabad

**RULE AND RESPONSIBILITIES OF THE INSTITUTE MANAGING COMMITTEE (I.M.C.)****Generation and Utilisation of Finance :**

- The Institute Managing Committee would be free to generate funds through various projects from industry.
- These funds would be available to the Institute Managing Committee for utilization as decided by them.

**Student Selection :**

- Vocational guidance about the nature of course, job opportunities and career prospectus would be provided to students prior to applying for admission in ITI so that they choose right courses.
- Introductory seminars for the fresh students (including visits to industries) may be conducted by Industries to create interest and motivate them.
- The Institute Managing Committee adopt various transparent methods of selection according to the individual needs of each Institute. However, the guidelines prescribed by the NCVT should not be violated.

**Examination Supervision :**

- The theoretical examinations will be jointly supervised by Industry and Department.
- Practical examination and evaluation will be supervised jointly by industry and external examiner.

**Faculty Evaluation :**

- Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.
- Faculty Development Form will be designed by Institute Managing Committee which will include criteria for gradation and development of faculty.

**Teaching Aids :**

- Teaching aids like working models, slides, video projections, instructions material in vernacular languages, work books and detailed job assignments of the Institute will be upgraded under the supervision of Institute Managing Committee.

**MIS System :**

Under guidance of the Steering Committee, the Managing Committee will introduce an MIS System.

**Employment :**

- The Institute Managing Committee will be responsible for helping students in registration, before passing out. All I.T.I. students will be registered with (i) Local Employment Exchange (ii) Overseas Employment Cell (iii) Regional Headquarter of CII (iv) Campus Interviews will also be arranged for them. Trainees will be helped by the industry to go in for Self-employment through acquisition of skills relating to interaction with Financial Institutes and basic trade and common facilities.

**Faculty and Staff Development :**

- Institute Managing Committee will identify the training needs of faculty and staff members based on Faculty Development Forms.
- Detailed annual and quarterly training calendars, budgets and release of personnel for training programmes will be planned by Institute Managing Committee including exchange of personnel between Industry and Institute.

**Industrial Training :**

- Institute Managing Committee will prepare guidelines for the Industrial Training with details of periods of training including projects for students and faculty.
- Students of one trade may be released together for Industrial Training in order to avoid disruption of training of I. T. I.

**Transfer of Faculty :**

- Institute Managing Committee will be taken into confidence while transferring the faculty from one Institute to another.

**Maintenance :**

- The maintenance and replacement of the equipment at the institute will be supervised by Institute Managing Committee.

**Capital Expenditure :**

- Institute Managing Committee will be constituted for spelling out specifications for the procurement of equipment including accessories and measuring equipment.

**Curriculum Revamping :**

- Institute Managing Committee will be allowed to revamp the curriculum of any trade above the NCVTs norms on the basis of industry needs.
- Institute Managing Committee will be allowed to include new trades and discontinue the obsolete trades by following simplified procedure to be decided by D. G. E. T.

**Faculty Deputation :**

- Deputation of the faculty from one institute to another will be made at the recommendations of Institute Managing Committee.

**Consultancy Rules :**

- The rules for providing consultancy by the I. T. I. will be laid down in consultation with the Managing Committee.

**Tenure :**

- The duration of the IMC will be of three years.

**Meetings :**

- Meetings of the Committee will be held at the place convenient to the Chairman.

AJIT M. SHARAN,

Commissioner and Secretary to Government Haryana,  
Industrial Training & Vocational Education Department.

Chandigarh :  
The 8th May, 2006